

ENERGY STAR® *Small Business*

VOLUNTARY PROGRAM – MEMORANDUM OF UNDERSTANDING

As a small business/nonprofit organization (facility(s) of 100,000 square feet or less, not in the energy equipment/services industry or governmental) concerned with the energy efficiency of its own operation, with the quality of its workplace, and with the prevention of combustion-related pollution, the undersigned joins the US Environmental Protection Agency in the following non-regulatory partnership.

SMALL BUSINESS/NONPROFIT ORGANIZATION PARTNER AGREES TO

- Upgrade the energy efficiency of lighting, HVAC (heating, ventilation, and air-conditioning) and other high energy - use systems only where profitable (earning payback in three years or less). Upgrade only if new equipment maintains or improves the quality of lighting and/or facility comfort as well as indoor air quality. Complete profitable facility upgrades within three years.
- Consider Energy Star labeled-equipment when purchasing office or other equipment.
- Abide by guidelines for program logo use described under “Public Recognition” in the Upgrade Guide manual.
- If able, provide others with EPA information about the cost-savings and environmental benefits of energy efficiency-“preventing pollution at a profit.”

EPA AGREES TO

- Publicly recognize Partner’s commitment to prevent pollution at a profit upon joining, followed by further recognition upon successful implementation.
- Provide objective technical, educational, and financial payback information on energy-efficient lighting, HVAC, and other energy-efficient technologies.
- Provide software and technical assistance to help Partner survey current equipment, determine profitability of energy-efficiency upgrade options, and estimate the amount of pollution prevented.
- Provide a finance resource directory of lenders and other institutions that support energy efficiency upgrades.
- Provide a toll-free customer service hotline and Website for free technical support.
- Provide information on purchasing Energy Star® – labeled and other energy-efficient equipment.

The US EPA and the undersigned recognize that this non-regulatory partnership is a voluntary action and may be terminated in writing by either party, at any time, for any reason. This agreement relies on a mutual good-faith effort conducted in a spirit of partnership.